



South Carolina Department of Archives and History
8301 Parklane Road
Columbia SC 29223

We are pleased to provide you with the enclosed materials –

- Application for Certification (attached are a resume form, a sample letter of request for certification from the chief elected official, and Procedures to Document Availability of Professionals to Serve on Design Review Committee);
- *Guidelines for Implementation of Certified Local Government (CLG) Program in South Carolina*;
- Sample Certification Agreement, Annual Report, and Evaluation forms;

As you will immediately note, the *Guidelines* are detailed; please do not let that deter you from reading them. Simply stated, certification for your local government involves four things (see *Guidelines Section 12-101*):

- (1) an ordinance including provision for historic preservation;
- (2) an active and qualified historic preservation commission (design review board);
- (3) a local survey/inventory of historic properties; and
- (4) provision for public participation in the local preservation process.

Focus on those four points and I think you will find the Application for Certification easy to understand. The front of the application includes important instructions; please pay special attention to them before filling in the form. The application form follows the guidelines section by section. If you don't understand a question or a requirement, call 803-896-6172. If there is no architect (or other professional required to serve on your review board) available in your community to serve, you are requested to document your efforts to obtain such professional expertise. The procedures for this are included as a guide if you need them. FYI: The annual report form and the evaluation form are included for your information only. Annual reports are due in December each year. The first report is due after a full year's participation in the program.

The certification process follows these key steps:

- Local government completes the Application for Certification and submits it to the SC Department of Archives & History (SCDAH);
- SCDAH reviews and responds to Application within 45 days—if all requirements are met then a Certification Agreement is prepared and signed by SCDAH and sent for the chief elected official to sign;
- Local government returns the Certification Agreement signed by the chief elected official—SCDAH then prepares a request for approval of certification to the National Park Service;
- National Park Service has 15 working days to respond to this certification request. Once they concur, the local government officially becomes a Certified Local Government.

We want this program to benefit as many South Carolina local governments as are eligible; all are important regardless of size and preservation experience. We look forward to working with you.

Cordially,

Jennifer Satterthwaite
Local Government Assistance Coordinator

South Carolina Certified Local Government Program

APPLICATION FOR CERTIFICATION

The Certified Local Government (CLG) Program was enacted as part of the National Historic Preservation Act Amendments of 1980. It gave incorporated cities, towns, counties, and other general purpose political subdivisions a way to participate formally in the national historic preservation program. The CLG program in South Carolina allows the state to recognize and strengthen existing programs in South Carolina communities and provides incentives for participation by other communities.

If a local government wishes to be considered for CLG status, it should complete this application and provide a letter from its chief elected official requesting certification. The application form follows the “Guidelines for Implementation of Certified Local Government Program in South Carolina.” You will find the “Guidelines” helpful when you fill out the application. In Part Seven of the application, you will find a checklist of the materials that must accompany the application.

The official application and one copy must be submitted to:

**Local Government Assistance Coordinator
State Historic Preservation Office
South Carolina Department of Archives and History
8301 Parklane Road
Columbia, SC 29223-4905**

Applications will be acknowledged when they are received by the State Historic Preservation Office (SHPO). The total review period will take no more than 60 days. The State Historic Preservation Officer will have 45 days from the date the application is received to review the application, request further information and /or clarification, develop a written certification agreement, and send the approved application and agreement to the National Park Service for concurrence. The National Park Service review will take no more than 15 working days after receipt of approved application and certification agreement from the SHPO. The process is explained in Section 12-102 of the South Carolina CLG Guidelines.

Please remember that the application must be completed and signed before it can be processed in the State Historic Preservation Office. Incomplete applications will be returned. **If you need assistance, please contact Jennifer Satterthwaite, CLG Coordinator, at 803-896-6171, or jsatt@scdah.state.sc.us.**

INSTRUCTIONS FOR USING THIS FORM ELECTRONICALLY

To request an electronic version of this application please contact Jennifer Satterthwaite, 803-896-6171, jsatt@scdah.state.sc.us

Once loaded into Word this form can be completed at your PC before it is printed out. The application form is a protected document. Fonts and fields are locked so they cannot be changed. The form will adjust to the length of your answer. Word forms do not have a complete set of word processing features (i.e., you cannot format text with bold or italics, and you cannot use the spell check feature). Functions work differently depending on the version of Microsoft Word (e.g., the “enter” key will take you to the next field in Word 6.0, while it acts as a line return in Word 97). Editing lengthy amounts of text can be cumbersome in the form. It may be easier to compose and edit large blocks of text in a separate document, and then use the copy and paste functions.

PART ONE: The basics

Name of Local Government: _____

County: _____

Congressional District: _____

Title and Name of Chief Elected Official: _____

Mailing Address: _____

Phone: _____

Fax: _____

Title and Name of CLG Contact Person: _____

Mailing Address: _____

Phone: _____

Fax: _____

Email: _____

PART TWO: Local legislation See “Guidelines,” Section 12-101(A)

Is there an appropriate local preservation zoning ordinance for your area? If yes, please attach a copy of the ordinance to this application and answer “yes” or “no” to the following questions about the ordinance. When you answer “yes”, please cite the section or page number where the answer appears in the ordinance.

1. Does the ordinance include criteria and a process for designating districts and/or landmarks? _____

Page/section reference: _____

2. Is the purpose of the ordinance clearly stated? _____

Page/section reference: _____

3. Does the ordinance specify the authority by which its provisions are carried out? _____

Page/section reference: _____

4. Does the ordinance clearly delineate the jurisdiction of the design review committee? _____

Page/section reference: _____

5. Does the ordinance include criteria and processes for review and approval or disapproval of:

- a. alteration, demolition, and relocation of designated landmarks or buildings in designated districts? _____

Page/section reference: _____

- b. alteration of designated sites? _____

Page/section reference: _____

- c. construction of new structures in designated districts? _____

Page/section reference: _____

6. Does the ordinance set forth clear procedures for enforcing decisions? _____

Page/section reference: _____

7. Does the ordinance include provision for right of appeal? _____

Page/section reference: _____

8. Does the ordinance clearly delineate the boundaries of the areas to which it applies? _____

Page/section reference: _____

9. Is a map part of the ordinance and referenced as such? _____

Page/section reference: _____

Please attach map(s) clearly defining the boundaries of all historic districts designated by local ordinance and/or showing the location of any locally designated property.

Please answer the following questions about the design review commission. When you answer “yes”, please cite the section or page number where the answer appears in the ordinance.

1. Does your local government have a local historic preservation commission (sometimes called a design review commission, historic district commission, historic district commission, or board of architectural review?) _____

Page/section reference: _____

2. How many members serve on the commission? _____

Please submit a resume (see attached sample) with mailing address and phone number for each commission member with this application.

3. Are the commissioners professionally qualified to serve? _____

Page/section reference: _____

If the commission does not have the minimum number or types of disciplines required, please explain steps taken to fill these positions (see SHPO “Procedures to Document Availability of Professionals to Serve on Design Review Committee”).

4. Are the commissioners’ terms of office staggered? _____

Page/section reference: _____

Please enter the names of commissioners and the date (month and year) their terms expire.

Name: _____

Term expiration: _____

Name: _____

Term expiration: _____

Name: _____

Term expiration: _____

Name: _____

Term expiration: _____

Name: _____

Term expiration: _____

Name: _____

Term expiration: _____

Name: _____

Term expiration: _____

Name: _____

Term expiration: _____

Name: _____

Term expiration: _____

Name: _____

Term expiration: _____

5. Does the commission have a set of bylaws / rules of procedure? _____

Please enclose a copy with this application.

6. Are the bylaws / rules of procedure available to the public? _____

7. Do the commission bylaws (or the ordinance) provide for conflict of interest? _____

Page/section reference: _____

PART FOUR: Local survey activities See "Guidelines" Section 12-101(C)

Please answer the following questions about the survey and inventory of historic properties.

1. Has an architectural survey(s) of historic properties in the government's jurisdiction been conducted?

2. Who conducted the survey(s)? _____

3. When was the survey(s) conducted? _____

4. Is the survey updated? _____

5. Who updates the survey? _____

Please include with this application a copy of the survey form currently in use, a brief description of survey and inventory procedures, and the system you use to update survey information. _____

6. Where are the survey records housed? _____

7. Are the survey records accessible to the public? _____

PART FIVE: Public Participation *See "Guidelines" Section 12-101(D)*

Please answer the following questions about public participation in the local preservation program.

1. Does the commission meet on a regular basis? _____

Please include a list of meeting dates for the current year with the application.

2. When and where are the commission's regularly scheduled meetings? _____

3. Are the meetings of the commission open to the public? _____

Please attach a sample public notice of a commission meeting.

4. Is the meeting agenda announced prior to the meeting? _____

Please attach a sample agenda.

5. Are minutes of the commission prepared? _____

Please attach a sample of the minutes of a commission meeting.

6. How does a property owner learn that applications for alterations, additions, new construction demolitions, etc, must be made to the commission?

7. Outline the commission's process for application. What are the steps in the process? _____

Please attach an application form.

8. Does the commission give written notification of decisions to the applicant? _____

Please attach a sample notice of the commission's decision to an applicant—sometimes called a "Certificate of Appropriateness" or "Notice of Approval or Disapproval."

PART SIX: Discussion

1. Why are you seeking CLG status? _____

2. Are you planning to apply for a CLG grant after certification? _____

If “yes”, briefly describe the projects. _____

PART SEVEN: Application checklist

Answer “yes” if the item is included with the application.

_____ Letter of request for certification from the local government’s chief elected official

A sample is available from the SHPO

_____ Application for Certification *Please submit the application in duplicate—the official application form and one copy*

_____ Copies of ALL historic preservation ordinances that have been adopted by the local governing body

_____ Map(s) clearly defining the boundaries of all historic districts designated by local ordinance and/or showing the location of any locally designated historic property

_____ Copy of guidelines for decisions made by the commission (if these guidelines are not part of the ordinance) or written description of how the commission’s decisions are made

_____ Completed resume for each commission member

A sample is available from the SHPO

_____ Explanation of steps taken to recruit professionally qualified commission members (if applicable) *(See Guidelines 12-101(B)(3)) Also see “Procedures to*

Document Availability of Professionals to Serve on Design Review Committee” available from the

SHPO

_____ Copy of commission’s bylaws/rules of procedure

_____ Copy of current survey form

_____ List of meeting dates for the current year

_____ Copy of public notice of a commission meeting

_____ Copy of an agenda for a commission meeting

_____ Copy of minutes from a commission meeting

_____ Copy of an application for a Certificate of Appropriateness

_____ Copy of notice of the commission’s decision to an applicant (*can be called the*

“Certificate of Appropriateness,” or “Notice of Approval or Disapproval”, etc.)

_____ List and resume forms of pertinent local government staff members, including

CLG contact

person

PART EIGHT: Assurances and signatures

I certify that I have read “Guidelines for Implementation of Certified Local Government Program in South Carolina” and agree to comply with all terms and conditions set forth therein.

_____ Date: _____

Signature of chief elected official

Name of chief elected official:

_____ Date: _____

Signature of CLG contact person

Name of CLG contact person:

sample

CERTIFICATION AGREEMENT
between the
South Carolina State Historic Preservation Office
and the

Whereas, the South Carolina State Historic Preservation Office, of the South Carolina Department of Archives and History, whose director is the State Historic Preservation Officer, is charged with the responsibility of administering the National Historic Preservation Program in South Carolina pursuant to the National Historic Preservation Act of 1966, as amended, and

Whereas, the South Carolina State Historic Preservation Office has submitted to and had approved by the National Park Service, United States Department of the Interior, and had published in the State Register of South Carolina, "Guidelines for Implementation of Certified Local Government (CLG) Program in South Carolina," a document which provides for certification of local governments to participate in the Certified Local Government Program and for transfer of Historic Preservation Fund (HPF) allocation to certified local governments, and

Whereas, the _____, South Carolina, has submitted to the State Historic Preservation Office a letter from its chief elected local official indicating its desire to participate in the CLG program and to comply with the provisions of the "Guidelines" and has also submitted to the State Historic Preservation Office an adequately documented certification application, and

Whereas, the State Historic Preservation Office, after review of said submissions noted above, concludes that the _____ meets the provisions of the "Guidelines" and is qualified to participate in the CLG Program, and

Whereas, the National Park Service is in agreement with the assessment of the State Historic Preservation Office regarding the readiness and ability of the _____ to participate in the CLG Program and to enter into the federal-state-local government preservation partnership,

Now, Therefore Be it Resolved that the South Carolina State Historic Preservation Office may enter into a formal certification agreement with the _____ acknowledging its responsibility and intent to comply with the following basic requirements that are set forth in the "Guidelines for Implementation of Certified

Local Government Program in South Carolina:"

CLG Certification Agreement between:

The South Carolina State Historic Preservation Office and the _____

- (1) Enforce appropriate state or local legislation for the designation and protection of historic properties, and
- (2) Maintain an adequate and qualified historic preservation commission as defined under state or local legislation, and
- (3) Maintain a system for the survey and inventory of historic properties, and
- (4) Provide for adequate public participation in the local historic preservation program, including the process of recommending properties for inclusion in the National Register of Historic Places through the local commission, and
- (5) Maintain adequate financial management systems, adhere to all requirements of the *Historic Preservation Fund Grants Manual*, and adhere to any requirements mandated by Congress regarding use of federal historic preservation funds.

Further, the _____ agrees that the role of the _____ shall be:

- (1) To review and render decision on all proposed alterations, relocations, demolitions, and new construction affecting designated local landmarks, or within locally designated historic districts, and
- (2) To conduct first review and evaluation of all proposed National Register nominations within its jurisdiction, or, if so qualified and delegated, recommend to the State Historic Preservation Officer properties for inclusion in the National Register of Historic Places within its jurisdiction, and
- (3) To accept, by mutual written agreement with the State Historic Preservation Office, additional preservation-related responsibilities as allowed under federal and state statute or regulations, and
- (4) To fulfill any special conditions made a part of this certification agreement.

Finally, this agreement, through the mutual consent of both parties, namely the South Carolina State Historic Preservation Office and the _____, will become valid on the date that this signed agreement is concurred with by the National Park Service, United States Department of the Interior and will remain in effect as long as the _____ meets the requirements for participating in the CLG Program.

Elizabeth Morton Johnson
Deputy State Historic Preservation Officer

Date

Mayor

Date

For your information
Not part of the CLG

Application

Certified Local Government Annual Report Form
South Carolina

FY 01-02 (October 1, 2001 to September 30, 2002)

~~Thank you for completing the Certified Local Government (CLG) annual report form. If you have any questions please contact Jennifer Satterthwaite at jsatt@scdah.state.sc.us, (803) 896-6171.~~

Instructions

This year's CLG annual report form has a new look and revised set of questions. The revised report combines the annual reporting requirements from the SC regulations, along with the federal GPRA reporting (Government Performance and Results Act). This allows us to handle the federal reporting for our CLGs, so CLGs only need to fill out this one form.

Please answer the questions, collect the requested attachments and return to the S.C. Department of Archives & History by December 15, 2002.

To request an electronic version of the document that you can fill out and print on your computer, just send an email request to jsatt@scdah.state.sc.us

Mail completed annual report form with attachments to:

CLG Coordinator
S.C. Department of Archives & History
8301 Parklane Road
Columbia, SC 29223

Contact information

Name of Local Government:

County:

Name of preservation review board:

Address:

Chief elected official:

Title:

CLG contact:

Title:

Phone:

email:

All questions refer to the time period October 1, 2001 to September 30 , 2002

Enforce appropriate legislation for the designation and protection of historic properties.

1. Were any changes made to the historic preservation section(s) in the zoning ordinance?

___ *no*

___ *yes* *Describe changes and include a copy of the change(s).*

2.* Were additional properties designated as local historic district overlays or landmarks?

___ *no*

___ *yes* *Name/location and number of properties (estimate is okay for district)*

3.* How many applications for Certificates of Appropriateness were reviewed? ____

How many were approved? _____

How many were denied? _____

How many were approved with conditions? _____

Other: _____

4. Were any COA decisions appealed?

___ *no*

___ *yes* *Briefly describe the circumstances.*

Maintain an adequate and qualified historic preservation commission.

5. Attach a list of members of your board of architectural review for historic properties.

6. If any new members appointed since October 1, 2001 include resume form.

7. List relevant conferences, classes, workshops, or training attended by staff and review board members related to historic preservation and review board functions. Note: Training can be conducted as part of a regular or special meeting of the board.

Date

Event/description

Attendee(s)

8. What training topics would be helpful to the board members and/or staff?

Maintain a system for the survey and inventory of historic properties.

9.* Were any surveys for historic properties conducted?

___ *no*

___ *yes*

What areas? _____

How many properties were recorded ?

_____ *properties resurveyed/updated*

_____ *properties never before surveyed*

10. Are survey records available to the public?

___ *no*

___ *yes*

Where? _____

Provide for adequate public participation in the local historic preservation program.

11. Enclose information showing how your commission notifies the public of meetings.

Examples include news release, advertised agenda, etc.

12. Please describe any public education and outreach programs related to history and preservation (can include workshops, newspaper articles, lectures, brochures, websites, tours, special mailings).

Financial incentives for preservation

13.* Does the local government have a local tax incentive program for historic buildings?

___ *no*

___ *yes How many projects used this year (completed rehabs only)?* _____

14.* Does the local government make grants or loans for historic building purchase or rehabilitation?

___ *no*

___ *yes How many grants/loans were made this year?* _____

15.* Did the local government acquire any historic buildings or sites this year (purchase, donation, easement, etc)

___ *no*

___ *yes Name/plans for?*

Future plans

16. Briefly describe the goals and objectives of the review board and staff for the coming year, including possible CLG grant applications.

Report prepared by (print): _____

Signature: _____

Date: _____

Attachments

- ☐ Copy of any changes to the preservation sections of the zoning ordinance
- ☐ List of the locally designated historic districts and landmarks (zoning overlays). Please include a map if available.
- ☐ Current list of preservation review board with addresses
- ☐ Resumes of new preservation review members appointed since 10/1/01
- ☐ List of all meeting dates from 10/1/01 to 9/30/02
- ☐ 3 sets of meeting minutes
- ☐ Copy of notice(s) that advertise meetings (newspaper, posted agendas, etc)
- ☐ Articles/publicity about preservation and/or the review board

Thank you.

For your information
Not part of the CLG

Application

This is a copy of the State

EVALUATION

Name of CLG:

Date Certified:

Period Reviewed:

Evaluation:

I. This local government has fulfilled the following requirements for certification:

	<u>Yes</u>	<u>No</u>
A. Enforces legislation for the designation and protection of historic properties.	_____	_____
B. Has an adequate and qualified local design review commission.	_____	_____
C. Maintains a local inventory of historic properties.	_____	_____
D. Provides for public participation in the local historic preservation program, including participation in the National Register nomination process.	_____	_____
E. Satisfactorily carries out the intent of the National Historic Preservation Act in their community.	_____	_____

II. For additional information, see CLG Files, Annual Reports, and the attached status report.

PROCEDURES TO DOCUMENT AVAILABILITY OF PROFESSIONALS TO SERVE ON DESIGN REVIEW COMMITTEE

To be used in conjunction with *Guidelines for Implementation of Certified Local Government Program in South Carolina. Section 12-101 (B) (3)*.

Written documentation of a reasonable attempt to obtain volunteers with professional qualifications to serve on the local design review commission would include:

1. a list of individuals in the community known to have the professional qualifications listed below,
2. a list of individuals contacted to serve on the commission, and
3. a letter explaining why local professionals declined the invitation to serve on the commission.

Professional qualifications are described in 36 CFR Part 61 Procedures for Approved State and Local Government Historic Preservation Programs in Appendix A as follows.

In the following definitions, a year of full-time professional experience need not to consist of a continuous year of full-time work, but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

- (a) History. The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:
 1. At least two years of full-time experience in research, writing, teaching, interpretation or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; or
 2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.
- (b) Archeology. The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus;
 1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;
 2. At least four months of supervised field and analytic experience in general North American archeology; and
 3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

- (c) Architectural history. The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history; or bachelor's degree in architectural history, art history, historic preservation, or closely related field plus one of the following;
1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
 2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.
- (d) Architecture. The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time professional experience in architecture; or a State license to practice architecture.
- (e) Historic Architecture. The minimum professional qualifications in historic architecture are a professional degree in architecture or State license to practice architecture, plus one of the following:
1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
 2. At least one year of full-time professional experience on historic preservation projects. Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

RESUME FORM

For commission/staff members involved in
South Carolina Local Government Program

Name of Local Government:

Name of Commission:

Name:

Mailing Address:

Telephone (Business):

Telephone (Residence):

This section for commission members only

Term of membership:

Term expires:

Occupation:

Professional Discipline
(if satisfying a membership
requirement)

Education:

Demonstrated interest in historic preservation (conferences attended, organizations, special training, courses taken, volunteer activities, or job experience)

SAMPLE LETTER OF REQUEST FOR CERTIFICATION
FROM CHIEF ELECTED OFFICIAL

Mrs. Elizabeth M. Johnson, Deputy
State Historic Preservation Officer
South Carolina Department of Archives and History
8301 Parklane Road
Columbia, SC 29223-4905

Dear Mrs. Johnson:

The (City/County of) _____ hereby submits its application to become a Certified Local Government as provided for in the 1980 amendments to the National Historic Preservation Act.

As the chief elected official of _____, I understand that it will be necessary for our local government to satisfy the minimum requirements for certification as spelled out in the *Guidelines For Implementation Of Certified Local Government (CLG) Program In South Carolina*. Accompanying this letter are all the documents as requested on the application for certification. Should you need additional materials or have any question, please call (name) at (telephone number).

Sincerely,

(name of chief elected official)
(title)

Attachments